

## RECORD OF PROCEEDINGS

*Minutes of*      **Greenfield Township Trustees**      *Meeting*

February 10, 2021

*Held 4:00 PM*

The Greenfield Township Trustees met in regular session at the firehouse. Trustee Cotner called the meeting to order and led those present in the Pledge of Allegiance. Dave Cotner, Lonnie Kosch and Kent Searle were present.

After each trustee reviewed the minutes from the Trustees' Meeting held on January 27, 2021, Trustee Cotner asked if there were any changes to the minutes. Trustee Kosch made a motion to approve the minutes as written; Trustee Searle seconded the motion.

*ROLL CALL: Cotner: Yes    Kosch: Yes    Searle: Yes.    Motion Passed 3-0*

### **FROM THE FISCAL OFFICER**

Fiscal Officer Wyne distributed financial reports.

Fiscal Office Wyne stated that January Bank Reconciliation was provided to the Trustees for their review and signature.

Trustee Searle made a motion to pay the bills associated with warrants 33976 through 34000 and Electronic Debit 7-2021 through 14 -2021 which are listed on the payment report; seconded by Trustee Cotner.

*ROLL CALL: Cotner: Yes    Kosch: Yes    Searle: Yes.    Motion Passed 3-0*

Trustee Searle moved to approve Resolution 2020 02 10 01 Permanent Appropriations; BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year, ending December 31, 2020, the attached sums be and the same are hereby set aside and appropriated for purposes for which expenditures are to be made for and during said fiscal year, as on the attached sheets; Trustee Kosch seconded the motion.

*ROLL CALL: Cotner: Yes    Kosch: Yes    Searle: Yes.    Motion Passed 3-0*

Trustee Cotner made a motion to approve the Purchases Orders; Trustee Kosch seconded.

*ROLL CALL: Cotner: Yes    Kosch: Yes    Searle: Yes.    Motion Passed 3-0*

Fiscal Officer Wyne stated she attended a lot of the OTA Virtual Conference and found them to be very informative this year. She stated she attended the one regarding grants and she stated that the Sign Grant that is offered by ODOT is not a bid grant. If a township has not taken advantage of this grant in recent years then they are eligible to receive the grant for the signs. This is a free grant, that any money received for signs doesn't cost the township anything. She stated that the only requirement is that the township has to install the signs and the signs need to be installed within a year. She would like to see Township take advantage of this grant. Trustee Searle stated he received an email from Tom advising that he completed the paperwork for the signs. Fiscal Officer Wyne stated she never received that paperwork but will ask Tom for a copy.

Fiscal Office Wyne stated that 4 skunks have been caught. She stated that the traps are being pulled as the individual will be out of town for a few days. Ohio Wildlife Catch and Control advised it would be about \$115.00 to fill in the holes with concrete. He advised if we would like to have concrete installed up by the side of the building from the air conditioning unit to the end of the administrative office ( approx. 40 feet in length

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and a thickness about 24 inches and about 2 feet from the wall it would be anywhere from \$550.00 to \$900.00 just for concrete. He would need to also rent equipment to dig unless we would do that plus cost of labor. Trustee Cotner advised he would get with Tom to see if the Road Department could get this done and Trustee Cotner advised he was willing to help.

Fiscal Officer Wyne stated she received a request from Job and Family Service on an employee of the township requesting information on his unemployment. She responded to JFS that the employee was still employed. She advised that she received a determination of compensation benefits last week on this this individual. She contacted ODJFS and spoke with an individual to advise that the township employee did not file for unemployment benefits. The representative has put a stop to the benefits and filed a fraudulent case charge. The employee has been notified.

Fiscal Officer Wyne stated that she received a call from another Township inquiring about a blue dump truck that Greenfield Township had ordered in January of 2020 but was advised by Brice Rhoton (Columbus Equipment) that Tom Shafer cancelled the order on Monday, February 8 stating that the township didn't have the money due to COVID. The township wanted to know if that was the case. Fiscal Officer Wyne asked the Trustees if a dump truck had been discussed and approved to be purchased. She was advised no. She stated that she had spoken directly with Brice on Wednesday afternoon prior to the meeting, as the other township provided his name and number. She stated that Brice stated that Tom Shafer spent two hours specing out the vehicle in January of 2020 and signed a buyer's agreement. The cost of the dump truck was \$170,000.00. Brice advised he tried to get in touch with Tom numerous times but Tom failed to return his calls or text messages. Brice provided several pictures of the blue truck, in which she asked the trustees if they wanted to see or if they wanted Brice's number for them to contact. She advised the Trustees that Tom does not have the authority to purchase a vehicle without their knowledge and the township adopting a resolution. Trustee Cotner advised he would get with Tom Shafer regarding this issue.

Fiscal Officer Wyne also stated that she would not be issuing the check for Baltimore Ace Hardware as there was no receipt and the invoice did not contain a description on what was purchased. She advised she contacted Tom to see what was purchased and the justification of the purchase but he stated he didn't have a receipt and couldn't remember what was purchase, just put shop supplies. Tom was advised he would need to get ahold of the vendor and provide her with a description on what was purchased before the check would be mailed.

Fiscal Officer Wyne reminded the trustee that compensation for the Road Department was tabled from the January 27 meeting. Trustee Searle advised he sent each of the Board Members and Fiscal Officer a copy of the email that was provided by Assistant Prosecutor Josh Horsack on bonus pay. Trustee Kosch stated he wasn't in agreement with giving Tom and Jeff a bonus as the way thing on being done. Trustee Cotner asked what they needed to do beyond doing their job to get a bonus. Trustee Searle stated that we don't have to make it a performance bonus. We don't have to have benchmarks. Trustee Searle stated his thought on it is as from the last meeting on this there were several shortcomings with the Road Department. I think it lead us to the position of no raises because of it. He stated that the bonus could be given toward the end of the year if we see that the shortcomings have improved. That way if the three trustees see that things have improved then maybe given them a bonus if they haven't then we don't have to give one.

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**FLOOR** - No one attended virtually

## **ZONING BUSINESS**

Kevin requested to purchase software – Domitec (off-brand version of Adobe Acrobat) in order to be able to edit PDF files and forms. The cost is approximately \$149 per machine. Fiscal Officer Wyne noted that Adobe is more expensive and they would charge every year for Adobe via subscription; but if Domitec is purchased, the only cost would be for the original purchase price. Discussion was held regarding the use, features and cost of Adobe vs. Domitec. Chief Smith stated he had Adobe and could convert the form in question for Kevin and return it to him in the meantime. Fiscal Officer Wyne suggested purchasing two copies of Domitec – one for Kevin, and one for Jane Baughn or herself. She also advised the office did not have the capability to convert files from PDF to Word. This is why the form with telephone numbers cannot be converted to update the website.

Kevin stated there were two variances: one for February 17 and one for February 24, 2021. There are also three more in the pipeline, as well as another that arrived today. He noted it is a sign of the times that the township is changing, and that the office has been busy. He also noted it takes a significant amount of time when variances are submitted in order to make sure everything is done correctly.

Trustee Kosch asked if there was an update on the Fisher property. Kevin advised he called Julie but she was out of the office until Monday, which is Presidents' Day. He'll contact her on Wednesday or Thursday.

Trustee Kosch inquired regarding the trailer on Carroll Southern & Lamb Road – corner property. Kevin has not been out to investigate on that situation. There are quite a few vehicles/items sitting around the property. There is a camper that appears to have someone living in it. Trustee Cotner indicated he would visit the property and talk to the owner on Thursday in order to assist Kevin.

Trustee Kosch inquired regarding the pool permit situation, and the fencing requirement and timeline. Trustee Kosch noted that the zoning must be enforced. Kevin stated the owners have a year to install a fence from the date they obtain their permit. He also noted there is no language in the book stating that the fence must be installed before the pool is in use. Trustee Cotner stated the fence is up at the Greenfield Estates property - 4225. At 4250, they are waiting to obtain their materials for both landscaping and fencing in order to install their fence. He reported at Carnes Road, there was no one home.

Trustee Kosch noted that progress is being made on the fence issues, but he has concerns about making sure the zoning is being enforced. He recommends talking to the Zoning Commission and clarifying whether there is a timeframe associated with the pool fence requirement. Kevin suggested there should be research done on whether any requirements have changed since the pool fence affidavit was created in 2007 in order to bring the zoning book language up to date. Fiscal Officer Wyne asked what page the fence requirement was noted in the Zoning Book. It was not located at this time, but discussion continued about updating the book vs. having the book re-printed, and it was stated that an addendum could be added to the book to include the pool fence requirement. Trustee Searle questioned why people were being allowed a year or more to have their fence in

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place. Kevin noted the timeframe of one year to have a fence in place stems from the one-year duration of the pool permit. The building of the pool and the installation of the fence are part of that one-year duration. Trustee Searle stated that people shouldn't be given a hard time about not having their fence in place; but did note that Kevin should be following up with people on what their circumstances are, and why the fence is not up if there is any water in the pool. Otherwise, if there isn't a valid reason, they should be put on notice in writing that the fence needs to be installed – or drain the pool. Trustee Cotner noted that Kevin doesn't have the time to go out to check on all of the fences that need to be installed. He stated he had been out for 35-40 minutes driving around, and stated Kevin only has two hours. He indicated he would be helping him, as they all should. Trustee Kosch asked who has the authority to tell the property owner they need to get the fence up. Trustee Cotner and Kevin agreed that the trustees have the authority. Trustee Kosch stated the Ohio Revised Code regulates the duties of the Zoning Inspector. Trustee Cotner noted that the trustees are in charge of the zoning book. Additional discussion was held regarding the delay in getting materials and supplies (due to the pandemic) in order to get the pools poured, as well as obtaining fencing materials. Trustee Cotner again noted he would assist with contacting the homeowners and asked if phone numbers were included on the permits. Kevin indicated they are, which will make contacting the homeowners easier. Trustee Searle stated this needs to be taken to the Zoning Commission, even with them holding a virtual meeting, so the issues can get resolved and not take a year or more. Trustee Cotner again noted he would come in next week to help; however, Monday is a holiday, Kevin is not in on Tuesday, and Wednesday there is a variance meeting. Trustee Cotner noted he would stop on Carnes Road on his way home.

Trustee Kosch again suggested that a list of items needing to be addressed could be presented to the Zoning Commission. Kevin stated the information could also be presented from the trustees to the Zoning Commission, as well. Kevin said he would email Kim a list, and Trustee Cotner outlined the items as swimming pools, fences and the time limits of constructing a swimming pool, putting up the fences, etc. Trustee Searle also suggested that anything that Kevin finds in the book needing to be addressed should be presented to the Zoning Commission, as Kevin is using and dealing with the book and would be more aware of these items.

## **FIRE DEPARTMENT BUSINESS**

Chief Smith asked Fiscal Officer Wyne if the funds were fully funded and she confirmed they are.

The first item Chief Smith had was the septic pump/station and repairs which were tabled last meeting. The total cost is \$2,818.75 for repairs. The funds are available now. Trustee Kosch motioned to approve; Trustee Cotner seconded; Trustee Searle approved; motion approved.

Chief Smith reported the first round of turnout gear ordered in October has arrived, and everyone who had items on that order has been outfitted.

He also reported that Capital City is working on the HVAC system, starting on February 9, 2021. They have swapped out three of the four furnaces. Next is the I-waves and the cleaning and filtering pieces, as well as the air conditioning items. They guaranteed they would not work on anything else until this project was completed,

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which is estimated to take one to two weeks. Fiscal Officer Wyne confirmed this money was already approved and on purchase order.

Chief Smith reported that the county fire fighter association will be dissolved and moved into the county fire chief's association. As a result, he has been assigned to head this up, and will seek advice from Fiscal Officer Wyne on the fiscal aspect of this role. It will involve coordinating training for the county, specifically gathering funds from the county EMA and any funds raised. Then, when the chiefs offer a training which would be offered to all of the county departments, they would pay for that training.

Chief Smith next reported on working with FMC for approximately the last one and a half years with AED's to transition from what they currently have to an app-based program called Pulsepoint. It is like a dispatching app and has a feature that would alert first responders to AED's. He has a conference call on Friday with FMC. Trustee Searle noted that PulsePoint charges for their service per capita, and Chief Smith responded that FMC/the foundation plans to pay for PulsePoint; they want to stress the importance of AED's. Additional discussion continued regarding the use of Pulsepoint, the features and advantages, especially in a rural area. Chief Smith stated he'll report back on the outcome of the meeting on Friday.

Chief Smith's final item noted that the department had attempted to assist Bloom Carroll Schools with the roll-out of the COVID vaccine for the teachers; however, that kind of fell apart. The department may help with observation by those who are qualified. The date for the vaccine clinic is February 25, 2021.

Trustee Kosch asked if there were any grants being sought. Chief Smith responded that the FEMA grant was just finished. This would be used for face shields for every employee, as well as RIT packs for a fire fighter that goes down. Also, a grant with the Ohio Department of Public Safety grant was sought which averages \$3,000 to \$4,000. The department typically receives this every year. This grant is used to help someone go to medic school and offset costs for supplies. It was noted that full-time employees have their own face shields; however, part-time employees are sharing. All disinfecting protocol is being followed to stop the spread of any germs or viruses. Fiscal Officer Wyne asked if additional COVID money is received, could it be used to purchase more PPE. Chief Smith advised it could.

Trustee Cotner asked again for the name of the contact person re: the truck issue. Fiscal Officer Wyne advised it was Bryce at Columbus Equipment.

### **ROAD AND CEMETERY DEPARTMENT BUSINESS**

Tom Shafer was not in attendance; no report at this time.

### **FROM THE TRUSTEES**

Notice to Vacate Alleys in the Village of Havensport. Trustee Kosch noted his listed phone number was no longer being used. Fiscal Officer Wyne noted the general office telephone number should actually be the listed number. It was determined this Notice should be signed by the trustees as it was previously approved.

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Motion to adjourn was made by Trustee Kosch; seconded by Trustee Cotner.

*ROLL CALL: Cotner: Yes, Kosch: Yes, Searle: Yes, Motion passed 3-0*

Meeting adjourned at 4:58 p.m.